

# Super Mailer



## Much More Than A Mailing List...

This is one of the most versatile data-base programs available.

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48K-Diskette  
ATARI



... CAPTAIN ZIP  
to the rescue!

Version 2.0

# TUTORIAL



# INTRODUCTION

*Super Mailer+* is probably the friendliest program that you will ever encounter! All of the control commands are presented as **screen prompts**, and are self-explanatory. In addition, you will find instructional screens available if desired. The menu options are logically arranged and broken down into sub-menus for clarity. Because of the exceptional ease of use, we have adopted the following format to help the new computer user. The experienced user will not need to read the "Tutorial", and may skip to the "**Quick Reference**" section.



**Super  
Mailer** 

**(A TUTORIAL)**

**Version 2.0**

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I. *Super Mailer+* is a versatile mailing-list manager/data-base program. It offers more capabilities than any other available package. It is powerful and flexible enough for a small business, yet simple to learn so that anyone can use it.

II. This manual is designed for the first time data-base user, and utilizes the **example method** of education. Those more familiar with data base programs may wish to turn to the section entitled **QUICK REFERENCE** (this section will be very helpful for **All Users** once they have mastered the basics of *Super Mailer+*).

III. The primary application of this program is as a **mailing list maintenance program**, and our initial examples will be directed toward that end. (See the section titled **PROGRAM APPLICATIONS** for other suggested uses utilizing the "Re-definable fields").

#### IV. GETTING STARTED

- A. Remove any cartridge from computer.
- B. Turn on Drive 1 (and Drive 2, 3 and 4 if you will be using more than 1 drive. 4 drives are supported.).
- C. Insert *Super Mailer+ Program Diskette* into Drive 1.
- D. Turn on Atari 850 Interface (or other printer interface).
- E. Turn printer on.
- F. Turn on Monitor or TV.
- G. Turn Computer on, Drive 1 will activate, and the printer set-up program will load (XL owners will have to hold down the [OPTION] key while starting.)

*Supermailer 2.0* has the capability to set up the program for any printer that you may be using. The program will save this printer set-up information on the **master program disk**, so you must not have a "write protect" tab on it when you use this set-up program. 9 options will be displayed:

- Use No. 1 for **80-column daisywheel (and other impact printers)**, or dot matrix printers that are **not capable** of 16 CPI condensed print mode.
- No. 2 through 4 are self-explanatory
- No. 5 is also used for the Atari 825 printer.
- No. 6 through 8 are self-explanatory.
- No. 9 is used to set up for any printer not already accounted for by 1 through 8, or if you wish to use type styles other than the ones that we have selected as defaults for the individual printers.

**NOTE:** *Your master program disk must be in drive 1.*

If you select any option except No. 9, *Drive 1* will activate and write the proper codes directly to the master program disk. If you select option No. 9, you will be presented with a submenu:

You must respond to the 3 items with the code that your particular printer wants to use for turning on these functions (*consult your printer's instruction manual*).

- Item No. 1 will set up your printer for the printing of file copy and 3-across labels.
- Item No. 2 will return your printer to regular (default) type style
- Item No. 3 will set the type style for the heading of your file copy (you may use bold, regular, italics or any other style that your printer is capable of producing).

Once you have made your selection, simply hit [RETURN], and the proper codes will be saved on your master disk. *Remember: you must NOT have a "write protect" tab on your disk at this time.*

The program will now continue to load, and unless you wish to change the set-up codes, you can forget about this procedure (in fact, once you have completed the set-up, the program loads without even showing you the set-up menu!). Should you wish to change the codes at a later date, you simply use **Option "G"** of the main menu to re-enter the set-up program and repeat the steps outlined above.

When you first boot *Super Mailer+*, You will see a menu that allows you to choose between the four subprograms that comprise *Super Mailer+*. In order to access this menu after this first program run, you must hold down the *OPTION* button while the program is loading.

```
NAME Records
INPUT SELECTION
?
1 = Start or Add to Files
2 = Search/Edit by NAME
3 = Print Label or File Copy
4 = Search on any field
5 = Format Data Disk
6 = Custom File Copy
7 = Print a disk label
8 = Re-label fields
*****
A = Sort a file
B = Retrieve by code
C = Merge two Files
D = Delete Duplicates/Compress
E = Create Subfile
F = Build Pointer file
G = Set Printer Type
```

FOR OUR EXAMPLE, WE WILL ASSUME THE ROLE OF INSURANCE AGENT.

We wish to show personal concern and interest in our clients, so with the help of *Super Mailer +* we will develop a mailing list of all of our customers including their birthdays and other account information. We will use this list to send them birthday greetings (with a friendly reminder to review their coverage...of course), and to mail other special literature about our services that may apply to their lifestyles. . .

HERE IS HOW WE WILL DO IT:

1. Put a blank diskette into Drive 1 (Remove *Program Disk*) or Drive 2 if using more than 1 drive.

2. **NOTE:** The density of your Data Disk must be formatted the same as your Program Disk on single drive systems.

3. Select **Option 5** (FORMAT DATA DISK). [RETURN]. Follow screen prompts. Wait for drive to stop.

4. Select **Option 1** (START OR ADD TO FILES). [RETURN]. Follow screen prompts.

**NOTE:** You will see the message "BACK UP YOUR DATA FILES!" momentarily appear on the screen...This is to remind you of the importance of backing up ALL of your data disks! (This is true of all programs, not just *Super Mailer +*!). To back up your data disks, load "DOS" and use the "DUPE DISK" option.

**SPECIAL NOTE:** You may copy your program disk as a back up should you crash *Super Mailer +*.

5. Type in the file name CUSTFILE. **NOTE: The only characters Atari DOS recognizes as valid characters in a filename are uppercase A thru Z. Any other characters (such as spaces, periods, commas, etc . . .) in the filename will cause the program to crash. No more than 8 characters can be used in the filename.** Since *Super Mailer +* was written to be compatible with Atari DOS we must abide by their guidelines. Please refer to your Atari DOS manual for further information.

6. This is your "Data Entry Template". At this point you will begin to enter the data for our example. **Please note that you MUST use the [CTRL-X]key to end the LAST RECORD in the Add Mode . . . Failure to do this may cause the LOSS OF ALL DATA added in this session!** There is a screen prompt that appears at the top of the screen under the banner marked **INSTRUCTIONS** to remind you.

7. Enter this data line exactly as shown.

HIGGINS,MATT (you shouldn't have to use the [SHIFT] key . . . the computer should be locked in UPPERCASE. If not, hold down [SHIFT] and press [CAPS-LOWR]. To return to lowercase, press [CAPS-LOWR] again.) [RETURN].

**NOTE:** You may also use this field for a 4-line address or Company name and you may choose to print it in any of 4 positions (see paragraph 68c&68d).

(When you press [RETURN], you will notice the Name data line has appeared in the **Name field** of the **Data Entry Template**. Continue to enter the following data, pressing [RETURN] at the end of each data line.

858 PEARL ST

EUGENE (the program inserts the comma)

OR (see paragraph 8 below)

97401

5034441212 (enter as a single 10-digit number . . . the program inserts dashes)

8. If you are like most of us, you are not sure of the Official Post Office 2-letter State Abbreviations. Well, let *Super Mailer+* help you! Simply enter [CTRL-S] [RETURN] when you are in the "State" field, and you will be presented with a screen full of these very abbreviations! Press the [SPACE BAR] to return to Data Entry Mode.

9. The next data field is labeled **Data**. It may be used to enter any information about this particular record. For our example, we will use it to record the policy number(s).

**NOTE:** This and the following field are both limited to 24 characters, so if the information to be entered is extensive, you must set up a meaningful abbreviation code system and keep it with your data disks so that the data will be consistent. See paragraph 11 for examples.

10. Enter this data.

POL#1234567

[RETURN].

11. We will now enter data into one of *Super Mailer+*'s most useful features...**The Special Code Field**. This field allows you to retrieve information from your Data File based on up to 12 different Codes. We will use this field to encode the clients by marital status/sex/birth-month & day/whether a homeowner or renter/and type of insurance purchased through our agency. The following is the abbreviation system developed for this application.

S = single

X = married

D = divorced

M = male

F = female

JAN, FEB, etc = birth month

1-31 = birth day

R = renter

O = homeowner

A = auto insurance

H = homeowners/renters insurance

T = term life insurance

W = whole life insurance

Z = special insurance/bonds/etc.

(You may also use longer codes if required, but remember... only 24 characters total including backslash (\) separators (see paragraph 12, below).

12. Here is how we will enter the Special Code data: (The order will follow the top-to-bottom order above for convenience and clarity, but the order is NOT important to *Super Mailer+* . . . M\SEP\2\SVHR\A is exactly the same as the example that we will type in).

Type this in exactly as shown. Separate each code with a **backslash** (\). Leave NO SPACES between data. The backslashes (\) count as characters deducted from our 24 character maximum.

S\M\SEP\2\R\A\H\  
[RETURN]

13. At this point you will be asked if you wish to edit All or Any of the data in this record.

FILE: CUSTFILE	ADD MODE
**INSTRUCTIONS**	
100% Unused Space	
ENTER [E] OR [1-9] TO EDIT RECORD	
BEFORE ADDING TO FILE OR PRESS	
[RETURN] TO PROCESS AS IS.	
NAME	1: HIGGINS, MATT _____
STREET	2: 858 PEARL ST _____
CITY	3: EUGENE _____ STATE 7: OR
ZIP	4: 97401 _____ PH#8: 503-555-1212
DATA	5: POL#1234567 _____
CODE	6: S\M\SEP\2\R\A\H\ _____

14. Let us assume that we have misspelled the client's first name. It should have been MARTY (Not MATT).

15. You should enter[1] (for the Name Data Field). At this time you will see the offending data line listed in the Data Input Window exactly as it was entered originally. Use the Atari **Screen Editing Keys** (See your Atari Basic Reference Manual pages 13-14, if you are unfamiliar with these excellent tools), to correct the spelling error. [RETURN]. If you wish to edit the entire record enter [E], and make your corrections.



16. The corrected data will replace the old name, and if you have made no other errors, exit for the next record entry by following the prompts at the top of the screen (you press [RETURN] ).

17. At this time the screen will show a new blank Data Entry Template. This is for our next record.

18. Now we will introduce you to another of *Super Mailer+* 's helpful features . . . **Auto Data Repeat**. If you have several records in a row with shared data (e.g., same CITY, STATE, or ZIP) you may enter this common data into the current record by pressing [CTRL-R] [RETURN] in the appropriate field(s).

19. We will demonstrate this by entering the following data using the same procedures as for the last record (paragraphs 6-16) however, when we reach the CITY and STATE Data Fields, we will press [CTRL-R] [RETURN] instead of entering the data in the usual way.

RAMEY,PAT  
76384 HILLS DR  
EUGENE  
OR  
97405  
5035552667  
POL#A45698  
D\FJAN\28\O\A\W\

20. You'll notice that the required common data *instantly appears* as required. This can be very helpful when you have many similar records as in our example.

21. If you made any entry errors, edit them as in paragraphs 14 & 15 (selecting the appropriate Field Numbers for the data to be corrected). [RETURN].

22. Enter the rest of the records in this file as listed below, using the procedures outlined above (paragraphs 6-20).

KASH,TERRY&TAMMI  
390 E 5TH  
EUGENE  
OR  
97404  
5035551234  
POL#909121J  
X\MAR\5\APR\21\O\T

BACKUS,JIM&JOAN  
5431 BUCKSKIN BOB LN  
EUGENE  
OR  
97403  
5035559988  
BOND#2AJ54X  
XJUN\20JUN\4\O\A\W\Z

CLIFTON,CHARLES&DONNA  
138 JUNIPER AV  
EUGENE  
OR  
97402  
5035559878  
POL#5655502  
X\NOV\3JAN\18\A

JONES,GENE&SUE  
78773 BLUEBIRD WY  
EUGENE  
OR  
97401  
5035554355  
POL#7670PB  
X\SEP\12\OCT\18\A\T

DOTSON,LINDA  
12886 HWY 38  
EUGENE  
OR  
97405  
5035553498  
POL#987521  
S\F\DEC\13\A

5035556667  
POL#780890  
X\JUL\30\JUL\4\A

THORP,LARRY&LONIE  
644 N A ST  
EUGENE  
OR  
97402  
5035555688  
POL#S-5656543  
X\AUG\5\MAY\13\O\A\W\H

ANDREWS,JOHN&MAY  
5682 WASHINGTON AV  
EUGENE  
OR  
97401  
5035554321  
POL#6J3710P  
X\FEB\17\SEP\2\A\T

SMITH,MICHEAL&TONI  
101 E BROADWAY AV  
EUGENE  
OR  
97403

23. We are now ready to exit the Add Mode. **REMEMBER!!! At this time you MUST PRESS THE [CTRL-X] KEYS, or ALL of the carefully entered RECORDS WILL BE LOST!!!** [RETURN].

24. Next we will print a "hard copy" of our efforts. Select **Option 3 (PRINT LABEL OR FILE COPY)** from the main menu. [RETURN]. Follow screen prompts.

25. Enter our Filename CUSTFILE. [RETURN].

26. Your screen will show the *Printing Option Menu*. This menu offers many very interesting features, and a little time should be spent in experimentation at this point. Starting at the top, select each of the menu options and observe the results. **DO NOT USE OPTION**

**P (Begin Printing) JUST YET!**. You will notice that the screen has "default values" which you can alter, either by "toggling" through the values or by actually entering data.

27. Restore the original "default values" by pressing [RETURN] and completing the following steps:

- a. Select option 7, and using the editing keys, restore the value to AAA.
- b. Following the same procedures, correct the value of option 8 to ZZZ.
- c. In option 9, delete any data that you may have entered after the ?

Options 3-6 do not apply to us at this point as they are for use when printing labels and we will find out how to use them later (see paragraph 68). We wish to print a "hard copy", so we will want option 1 to be selected to PRINT, and option 2 to FILE. You may toggle these options to match these choices.

Printing Options

  

1.  PRINT OR VIEW RECORDS
2. LABELS OR  FILE COPY
3. PRINTING  LABELS ACROSS
4.  SPACES BETWEEN LABELS
5. YES/ NO PRINT DATA LINE
6. PRINT LINE #0 AS DATA LINE
7. START PRINTING AT A
8. END PRINTING AT Z
9. PRINT BY CODE

  

LEFT MARGIN = 5       HORIZ. SPACE = 38

= START PRINTING

28. Select Option P. Your printer will activate, and a File Copy of your record will be printed. Follow screen prompts to return to *Main Menu*.

**NOTE:** Should you wish to interrupt your printer, press [SELECT] (You must hold the key down until current record is printed). To resume, press [START]. To abort and return to *Main Menu*, press [OPTION]. **If printer is equipped with a buffer, these keys will have no effect.**

#### **SEARCHING BY NAME:**

29. WE WILL NOW SELECT **OPTION 2 (SEARCH/EDIT BY NAME)** to correct one of our records because they have moved to a new address.[RETURN]. Follow screen prompts.

NAME	FILE RECORD - CUSTFILE	DATA	CITY	ZIP	PHN	CODE
HIGGINS, MATT	858 FEARL ST	PL01234567	EUGENE	OR 97401	5035551212	5/1/SEP/21/AL/AM/
NAME, PAT	74304 HILLS DR	FDL0445498	EUGENE	OR 97405	5035552667	5/1/JAN/28/O/AM/
NASH, TERRI/TAMI	390 E 5TH	FDL098912122	EUGENE	OR 97404	5035551234	1/1/MAR/5/APP/21/O/T
CLIFTON, CHARLESADONNA	150 JUMP/EP AV	FDL05455502	EUGENE	OR 97402	5035559870	1/1/MAY/31/JAN/10/VA/
BACUS, JIM/JEAN	5431 BUCKSHIM BOB LN	BOND01A2544	EUGENE	OR 97403	5035559900	1/1/JUN/28/JUN/10/VA/
JONES, GENE/SUE	70773 BLUEBIRD WY	FDL4747098	EUGENE	OR 97401	5035554355	5/1/SEP/12/OCT/11/VA/
DOTSON, LINDA	1208A HWY 10	FDL0907521	EUGENE	OR 97405	5035553498	5/1/DEC/13/R/A/
THOMP, LARRY/MONIE	644 N A ST	FDL05-5656543	EUGENE	OR 97402	5035555688	1/1/AUG/5/MAY/11/31/O/VA/
SMITH, MICHAEL/TONI	101 E BROADWAY AV	FDL0708090	EUGENE	OR 97403	5035556667	1/1/JUL/10/JUN/4/VA/
ANDREWS, JOHN/MARY	5402 WASHINGTON AV	FDL0623718F	EUGENE	OR 97401	5035554321	1/1/FEB/17-SEP/12/A/T/

30. Enter the Last Name for this client (**DOTSON, LINDA** in our example). [RETURN].

31. Linda's address is to be changed to:

353 MADISON AV

PORTLAND

OR

97207

(She has retained the same phone number)

32. Enter [E] (For edit). Edit the record as you did in previous records (paragraphs 13-16). **Don't forget the Zip Code change!** [RETURN].

33. When it is necessary to search for many different names from a large file, a FAST SEARCH mode is available. When using **Option 2**, simply enter the information in the following format:

[CTRL-F]-[1][2][3][4]

Where [1] = First letter of the last name.

Where [2] = Second letter of the last name.

Where [3] = Third letter of the last name.

Where [4] = First letter of the first name.

**NOTE:** If searching for a Business Name, [1],[2] & [3] should be the first 3 letters of the business name (no 4th letter is required). If a less detailed search is enough, you may just enter the 1st, or 1st and 2nd, letter of the last (or business) name. If you choose this method, the results will include more records and the search will take longer).

34. Select [CTRL-X] to exit this option and return to main menu. (No [RETURN] is required). Or at any point like this one where only a one key input is required you may hit the OPTION key to return to the main menu.

### **SORTING:**

35. Up to this point we have been using only the menu options from the top section of the *Main Menu* (the numeric options). This is the part of the program that was first loaded (see paragraph IV.) when we

started our session. We are now going to use the options in the lower section (the alpha options). These are loaded from the program disk.

36. If you are only using 1 Disk Drive *Remove your Data File Disk and insert the Super Mailer+ program disk.*

37. Select **Option A** (SORT A FILE). [RETURN] Drive 1 will activate and load this program module. If you are only using 1 drive follow the screen prompts.

**OPTIONS:**

**A** = RETURN TO MAIN MENU  
**B** = DUP CHK/CMPRS/UNDELETE  
**C** = BLD POINTER/SUBFILE/CODE/MERGE  
**1-8** = FIELD TO SORT BY

  

FIELD 1 ( \_\_\_\_\_ ), ( \_\_\_\_\_ )  
FIELD 2 ( \_\_\_\_\_ ) \_\_\_\_\_  
FIELD 3 ( \_\_\_\_\_ ) \_\_\_\_\_ #7 ( \_\_\_\_\_ )  
FIELD 4 ( \_\_\_\_\_ ) #8 ( \_\_\_\_\_ )  
FIELD 5 ( \_\_\_\_\_ ) \_\_\_\_\_  
FIELD 6 ( \_\_\_\_\_ ) \_\_\_\_\_

38. The Sort Screen gives you several options. You may return to the Main Menu (Option A) and have access to ALL of the Main Menu options, or you may select Option B or C to go directly to the file management (Alpha) menu options.

39. Since we are using the program as a mailing list (see the section titled "Re-Defineable Fields" for other possible uses), there are only 2 fields on which you would normally sort . . . Field 1/Name and Field 4/Zip. How you sort your files depends upon how you wish to use your files. Example: If you often use the entire list for mass (bulk) mailings, you will want to sort by Zip Code (Field4). If on the other hand you will only be using some of the records on the file for special mailings, you will want to sort by NAME (Field1/alphabetical sort), to make it easier to link up a record on a printed "hard copy" listing of your file. In either case, the procedure is similar. We will do both and print the results for comparison.

40. Select Field 1 (Name). Follow the screen prompts. Enter our filename CUSTFILE. [RETURN]. You will see the following 3 screens in rapid succession (the screens roll past so fast because our Data File is very short compared to *Super Mailer+*'s capacity).

READING DATA FILE  
SORTING BY NAME  
BUILDING INDEX FILE

41. Select Option A (Return to main menu). If you have only one drive, follow the screen prompts.

42. We will now select **Option 3** (PRINT LABEL OR FILE COPY) and print out a file copy of our sorted file. [RETURN]. (See paragraphs 25-28).

43. Compare the File Copy just printed to the original listing. The records are now in alphabetical order.

44. Select **Option A** once more, following the steps outlined in paragraphs 39-41. This time however, select Field 4 (Zip Code).

45. Repeat the steps in paragraphs 41-42 to print another File Copy of this new sorted file. Compare this File Copy to both the original and the alphabetically sorted copies. This Sorting Option can be used on any file contained on your Data Disk.

NOTE: The "Zip sort" is a true 3-dimensional sort. e.g., The program will sort 1ST BY ZIP/2ND BY LAST NAME/3RD BY FIRST NAME within each Zip code.

46. We will now use that **Special Code** feature of *Super Mailer+* (paragraphs 11 and 12) to create a **SUBFILE** (a subfile is a file made up of only some of the files of our complete Data File).

47. Remember... You are an Insurance Agent. It is August 20th, and you realize that you want to send birthday greetings to your clients with birthdays in September. HERE IS HOW WE WILL FIND OUT WHO THEY ARE. . .

48. Select **Option B**. [RETURN]. Follow the screen prompts.

49. Type [2].

50. If you are using only 1 Drive, remove your Program Disk, replace it with your Data Disk and type [1]. If you are using 2 or more Drives, you simply type the number of the drive with your data disk.

51. Type in our File Name CUSTFILE. [RETURN].

52. This prompt asks you where you wish to store the Subfile that you are about to make. You can store it on the same Data Disk as your complete file , or on a separate Formatted Disk if you have 2 or more drives. Enter the number of the drive where you wish to store your Subfile.

53. We must now create a File Name for the Subfile. Type in the File Name SEPBDAYS (For **SEP**tember**Bir**th**DA**YS). [RETURN]. Follow the screen prompts. File Names must not exceed 8 characters, and must not have file name extenders (e.g., “.DAT” etc. see paragraph 5. )

*NOTE: If the drive specification and the File Name of the Subfile are **identical** to the Input File, the Subfile will **replace** the Input File! This is a quick trick to erase all records not having particular codes.*

```
COPY RECORDS TO SUBFILE BY CODES
D2: CUSTFILE . DAT, D2: SEPBDAYS . DAT

IS THIS CORRECT? (Y/N)?

INPUT FILE:  D2: CUSTFILE . DAT
OUTPUT FILE: D2: SEPBDAYS . DAT
```

54. You are now asked to verify the Source Disk/File Name and the Destination Disk/File Name. If all is correct, type [Y]... If not, type [N] (you will then have the opportunity to repeat the steps leading up to this point (paragraphs 50-53).

55. Your next choice selects which records will be written to the Subfile. There are two methods available.

**Option 1:** Each record with ANY of the specified codes (paragraph 58) is written to the Subfile.

**Option 2:** Each record with NONE of the specified codes (paragraph 58) is written to the Subfile.

56. Type [1].

57. We will now identify the Special Codes for the records to be included in our Subfile SEPBDAYS. (We selected **Option 1**, so all records that match these Codes will make up the Subfile). *Please refer to paragraphs 11 and 12 for our Special Code abbreviations.*

58. Since at this time we are only interested in our customers with September birthdays, type **SEP**. *Please read the prompts at the bottom of the screen.* [RETURN].

59. *Super Mailer+* allows you to specify up to 6 different Special Codes in any order for Subfiling. (e.g.: We could specify only those that were married...with auto insurance...and had birthdays in September! Up to 6 different Codes can be mixed in this manner). Since we are not using another Code, type [CTRL-X]. [RETURN].

60. You will be asked to verify whether the input is correct. Type [Y].

61. You will notice that the last screen graphic indicated that you must build a "pointer file" to use the Subfile. A pointer file is a file containing an index to help *Super Mailer +* find your data. Each data file needs an associated pointer file on the same data disk. You will be informed by screen prompts whenever you need to (re)build the pointer file. We will do this now.

62. Select **Option 4** (BUILD POINTER). Indicate in which drive your Subfile can be found. Type in the Subfile Name SEPBDAYS. [RETURN].

63. The drive will activate and you will be returned to the menu.

64. Select **Option A** (RETURN TO MAIN MENU), as we wish to print a File Copy of our new Subfile. Follow screen prompts.

65. Select **Option 3** (PRINT LABEL OR FILE COPY). [RETURN]

66. You should have a print-out that looks like the one below.

FILE RECORD - :SEPBDAYS						
NAME	STREET	DATA	CITY	ZIP	PH#	CODE
HIGGINS, MARTY	850 PEARL ST	POL#1234567	EUGENE	OR 97401	5035551212	5M1SEP121R1A1M1
JONES, GENEVAE	78773 BLUEBIRD WY	PL0876789	EUGENE	OR 97401	5035554355	11SEP112/OCT111R1A1T1

67. We will now print out our Subfile as if we wanted Address Labels (we will pretend that we have label stock in the printer!).

68. We will now utilize some of the other features of the **Printing Option Menu**. Since we are about to print labels, we need to make a



few decisions:

- a. Option 3 gives you a choice of 1, 2, or 3 labels across. For our purpose we will choose [1]. System set-up for standard 1 x 3½" labels. If you are using a different size label you'll have to change to left margin setting and spacing between label setting.
- b. Option 4 asks you how many spaces you wish between labels. The default value of [3] is for a standard 1"x3-½" address label, but you should measure the actual labels you will use (you can vary the spacing from 1 to 9 lines). For our purposes we will leave it at [3].
- c. Option 5 asks if you want the Data Line printed (see paragraph 9). Choose [NO].
- d. Option 6 allows you to place the Data Line anywhere in the label format. (This is useful for 2-line addresses/Long company names/Personal addressing with a company name/etc.)
- e. Option 7 and Option 8 allow you to selectively search for, and print any records within certain criteria. In their default values of AAA to ZZZ, they will print all records in your file. If you wish to print only records from the "A's", you would leave the value of option 7 as is, and change the value of option 8 to AZZ. You may use this to select any section of your records alphabetically.
- f. Option 7 and 8 may also be used to select records by ZIP CODE. You follow the same procedures except that option 7 will be the lowest numerical Zip Code and option 8 will be the highest numerical Zip Code.
- g. Option 9 allows you to sub-classify the records by any ONE (1) of the Special Codes (see paragraphs 11 & 12). You may use **ONLY ONE OF THE CODES**, and *don't* use a "backslash (\)".

69. As a test, we will choose to print out all of our records (Option 7 = AAA & Option 8 = ZZZ), but we will use the Special Code SEP (see paragraph 11 & 12) in Option 9. [RETURN].

70. Select Option P.

71. SURPRISE. We have singled out our same 2 September birthday people as in paragraphs 46-65 (Subfiles). This option is limited to **ONLY ONE** Special Code, and the Subfile option can select records based upon UP TO SIX different Special Codes, so is therefore much more flexible. Do some experimenting with Options 7, 8, & 9 to find out how many different combination you can get.

**Remember: If your printer does NOT have a buffer, you can stop and restart your printer, or abort the printing.** (see paragraph 28 for complete explanation.)

72. Now it is time to take a look at the remaining Main Menu Options. We will start with Option C (Merge Two Files). You might want to use this option if you had two similar files such as our existing file "CUSTFILE" and another containing a list of personal friends. If you wanted to send Christmas cards to everyone (business and personal), you would want to create a list that contained both of these lists. We don't have a personal friends file so we will illustrate the procedure using a file that we do have.

73. Select Option C from the Main Menu. You will be asked where the first file to be merged can be found (enter the drive number where your data disk is). You are then asked for the first filename to be merged to your new file. We will use our subfile "SEPBDAYS" to merge with our master file "CUSTFILE" to demonstrate this. Enter SEPBDAYS [RETURN].

74. You will now input the drive number for the second file to be merged (they are both on the same data disk). Now input the second filename to be merged. Type CUSTFILE [RETURN].

```
MERGE FILES INTO D2: MERGE . DAT
D2: SEPBDAYS . DAT, D2: CUSTFILE . DAT
```

```
IS THIS CORRECT? (Y/N)?
```

```
1ST INPUT FILE: D2: SEPBDAYS . DAT
2ND INPUT FILE: D2: CUSTFILE . DAT
OUTPUT FILE:    D2: MERGE . DAT
```

75. Now choose where you wish to store this new merged file (use the same drive as above). You must now create a new filename for this new file. We shall call it MERGE. Enter this file name [RETURN]. You will be asked to verify that everything is correct. If it is not, you can do it over. When you type [Y], the data drive will activate and you will see a screen that shows records being checked and merged, and then the total number of records in our new MERGE file. You will be informed that the merge has been completed, and again reminded that you must build a Pointer File for this new file. Select Option 4 of the Submenu (or Option F of

the Main Menu) and follow the prompts to create the Pointer File for MERGE.

76. The merged file that we have just created presents us with an opportunity to demonstrate the Duplicate Checking Option of *Super Mailer* + . NOTE: Before any duplicate Checking can occur, the file to be checked must be sorted alphabetically (see paragraph 37,41).

77. After you have sorted MERGE, select the Duplicate Check Option (Option D of the Main Menu). You will now see the Single File Processing Submenu. You have 2 options for Duplicate Checking: The first (1) will automatically check your file and delete any duplicates that it finds, and the second (2) gives you control over whether or not to delete each duplicate record found. Select Option 2 (Manual Delete).

SINGLE FILE PROCESSING (SUBMENU 1)

OPTION?

OPTIONS:

\*IN MEMORY NOW\*

- 0 INSTRUCTIONS (FOR OPTIONS 1-5)
- 1 DUPLICATE CHECK—AUTO DELETE
- 2 DUPLICATE CHECK—MANUAL DELETE
- 3 COMPRESS DATA FILE
- 4 BUILD POINTER
- 5 REACTIVATE DELETE-FLAGGED RECORD

\*LOAD FROM PROGRAM DISKETTE\*

- A RETURN TO MAIN MENU
- B SUBFILING/FILE MERGING, SUBMENU 2
- C SORT BY NAME OR ZIP CODE

78. Answer the screen prompts for file location and name (the file we want to check is MERGE). [RETURN]. When duplicate records are found they are both presented on the screen and you have the option of deleting None of the records/One or the other/or Both. For the time being we will leave the duplicates in the file, so select [0](None) and press [N] when asked if you want to continue.

79. Now select Option 1 (Auto Delete) and once more answer the file location and name questions (paragraph 78). This operation occurs without any input from you (you will hear the computer emit a "beep" for each duplicate that it has found and deleted).

80. Now is as good a time as any to let you in on a little secret... When you delete a record from your files it doesn't actually disap-

pear from the face of the Earth. It is still there on your data disk, taking up storage space, but it has been "flagged" so that the program ignores it as a live record... So, if for some reason, one of the records that you have deleted needs to be brought back to life you can do this by using Option 5 of the Submenu (Reactive Delete Flagged Records).

81. Select Option 5 of the Submenu and answer the prompts for file location and name (we are still using our MERGE file). You will now be asked to enter up to 11 characters of the last name or business name of the record that you wish to re-activate. Enter JONES (this was one of the 2 records that we merged from our subfile SEPBDAYS, and is therefore a duplicate record) [RETURN]. You will be presented with this record for your consideration. Since we really don't want to keep this record, type [N] to the prompt. Type [N] again when asked if you want to continue, and you will return to the Submenu.

```
REACTIVATE DELETE-FLAGGED RECORD
D2: MERGE . DAT
```

```
NAME?■
ENTER UP TO 11 LETTERS OF THE LAST
NAME OR BUSINESS NAME IN THE DELETED
RECORD(S) YOU WISH TO REACTIVATE.
ANY DELETED RECORDS WHOSE NAME FIELD
STARTS WITH THOSE LETTERS WILL BE
DISPLAYED AND YOU WILL INDICATE
WHETHER OR NOT TO REACTIVATE IT.
```

```
ENTER [RETURN] TO CAUSE EACH DELETED
RECORD TO BE DISPLAYED FOR POSSIBLE
REACTIVATION.
```

```
ENTER [CTRL-X] TO RETURN TO MENU.
```

82. O.K. you ask, how do I permanently get rid of records that I don't want? Here's how. Select Option 3 of the Submenu (Compress Data File). Again answer the file location and name prompts for MERGE. [RETURN]. You will be notified that the program is compressing (Removing forever!) delete-flagged records out of the file (This operation is irreversible, so be sure when you use it!). You will be reminded to build a new Pointer File for the compressed file (MERGE).

83. Return to the Main Menu and select Option 3 to print a file copy of this compressed file (MERGE). Compare this printout with

one from your CUSTFILE file, and you will see that they both have exactly the same records.

### **MAKING A CUSTOM FILE COPY**

84. You would use this option, for example, if you wished to have a listing of only the NAMES, PHONE NUMBERS and CITIES of your client list.

85. Select **Option 6** from the Main Menu  
PROGRAM APPLICATIONS (Re-definable Fields)

86. Answer the Drive Number and File Name prompts for the file you wish to print.

87. You must enter the information as a sequence of characters, not to exceed **15 characters in length**. You use the Field Numbers in conjunction with the other two commands ([L] and [0]) to create the finished format of your file copy. The **[L] command** causes a **line feed**, to move down to line 2 for the next field position. The **[0] (Zero) command** enters a **character space** to move to the right on the same line for the next field position. You may use any number and combination of the Field, [L], and [0] commands as long as you don't exceed the 15 character maximum.

88. Enter the following sequence of characters exactly as shown:  
1L8003LL.

This is what the individual characters do:

1 = Field 1 (Name).

We want to position our name data as the 1st entry on line 1.

L = Line Feed.

We want to have the next entry as the 1st item on line 2.

8 = Field (Phone Number).

We want this data as the 1st entry on line 2.

00 = 2 Character Spaces.

We want to space the next entry to the right on the same line.

3 = Field 3 (City)/

We want this data as the 2nd entry on line 2.

LL = 2 Line Feeds.

We want to space our individual file records apart, vertically, by 2 lines.

89. Press [RETURN].

90. You are now able to go directly into the **Print Mode (Option P)**, or you may use some of the basic print options (see paragraphs 68-70). You will not be able to access the label printing options (3-6) from this menu, but you can use the "Start, End, and Print by Code" options (7-9) if you wish to selectively print records from your file, in this Custom File Record format.

91. Select Option P, and your printer will activate and print out your new custom file listing.

92. This section will address the last Main Menu Option, **Option 8 (Re-Label Fields)**. This option allows *Super Mailer+* to become a powerful data-base program for an almost unlimited number of filing applications. Here is how to use it.

93. Select **Option 8** from the Main Menu. You will be asked if you wish to use an **[O]ld** or create a **[N]ew** field name label set. There are a few examples included on your *Super Mailer+* program disk, so let's look at them. Press **[O]**. Your drive with the program disk will activate and you will see the sample label sets and previously stored sets.

94. Press **[OPTION]** to return to the Main Menu at this time (you can experiment with the furnished formats later). Choose **Option 5 (Format Data Disk)**, and insert a blank data disk in the drive you wish to use for data storage. You can store your re-defined label sets on **separate data disks**, or you may choose to save your custom name set on the master diskette.

95. Select **Option 8** again. At this point you may either use one of the furnished label sets or create a new one of your own. Let's try a new one. Select **[N] (New)**. The screen will show the familiar data entry template that we have been using so far. This time, however, there is a "?" in front of the first field and the "N" is shown in inverse video. You may now enter, one field at a time, your new field names

96. There are a few limitations that you should be aware of:

a. Field name length may not exceed available space (it can't go to the right of the ":").

b. Data length may not exceed the available field length.

c. Field position may not be altered. You can delete a field name however. Example: you may not wish to use the 2-character "STATE" field, so you simply use the **[SPACE BAR]** to delete the field name title when you reach that particular field. The data portion of the field will still show on the data entry template, but without a title.

97. Re-label the field as you wish, pressing **[RETURN]** at the end of each field name position (use the **[SPACE BAR]** to remove any left-over characters should your new field name be shorter than the old one).

98. When you are satisfied that you have re-labeled the fields to your satisfaction, **press [Y]** when asked if the label set is correct. At this point you must replace your *Super Mailer+* program disk in drive 1 with the newly formatted data disk. **Press [Y]** and assign the set a file name. **[RETURN]**. Drive 1 will activate, save your new label set to the data disk and return you to the Main Menu.

99. Replace the data disk with the *Super Mailer+* program disk (if you have more than 1 drive you may insert the data disk in the drive of your choice). You may now enter data into and manipulate your new file and label set just as we have been doing with the standard label set, but it will now be for your **new custom data-base!**

100. Here are just a few ideas to get you thinking about the many uses to which you may put *Super Mailer+* :

- a. Catalog any collection . . .
  - Books . . .
  - Stamps . . .
  - Recordings . . .etc.
- b. Recipe library (use the special code field to sort for special ingredients/food type/season . . . etc.
- c. Household or small business inventories . . .
- d. Personal Correspondence . . .

**The uses are almost endless. If you come up with a novel use for Super Mailer+ , Let us know, so that we can share it with our other friends!**

## **SPECIAL NOTES & ERROR MESSAGES**

**USING *Super Mailer* + WITH ONLY ONE DISK DRIVE:**

Do **not** create a file which, by itself, fills more than 1/2 of the storage capacity of a data disk, as you may not be able to break the file down into subfiles! See the note "Not Enough Room" under ERROR MESSAGES below.

## **ERROR MESSAGES**

**Not Enough Room** = *Super Mailer* + checks the destination disk to make sure there is enough room to perform a

function which builds a file. If, when building a subfile, you know that the **new file** will be smaller than the **source file**, you can "over-ride" the error message and proceed... BUT, THE DISK MAY C-R-A-S-H! You will not actually risk the data, but due to peculiarities of the DOS, you may find yourself with a mysteriously full data disk. There are 3 ways to recover from this dilemma:

**Corrupted Data Or Pointer Record = Super Mailer** + checks the field lengths of your data to insure data integrity. It has been designed to avoid data corruption, but if some should occur you will get these error messages. The only way to solve the problem is to rebuild the **Pointer File** and, if you have corrupted data records (as opposed to corrupted **Pointer File**), compress the file. This will destroy the corrupted data, and your other data will be safe. NOTE: Please call us at (503)683-5361 during business hours/Pacific Standard Time, so we can determine how this error occurred and make sure that it doesn't happen again.

1. Copy your **source file** (using DOS 2.0 not DOS 3.0) to a new formatted disk, and rebuild your **pointer** file. If your file is less than 1/2 the capacity of the disk know what they are. It is our desire to develop the finest and easiest to use programs possible.

2. Kill **old files** on the disk . . . **BE CAREFUL!** . . . Know what you're killing . . . Make a back-up just in case!!!

3. If you have more than one drive, you can send the **new file** to another drive (using the "Merge File" and "Subfile" options only).

If you have only one drive, and you let your file get too big to process . . . OOPS! Find a friend with a drive that you can borrow so that you can break-up your **source file** into smaller **subfiles**.

Once upon a time, there was a version of *Supermailer* that allowed only 12 characters in the City field instead of 16. Files made with this old version won't work with version 2.0. The basic program **UPGRADE.BAS** will change these old files to new files that are compatible with version 2.0. To see how to use **UPGRADE.BAS**, load the program and **LIST** it. The instructions are in there.

## NUMERIC ERROR MESSAGES:

18,165- You have used an illegal character in a filename. Use only (A-Z) and (0-9). 0-9 can only be used after the first filename character.



138- The device isn't responding. Check all power switches and connections.

144- There is a write-protect tab on the disk. Or, the disk is crashed. In this case, try copying the data file over to a new disk and rebuild the pointer file.

162- Disk is full.

164- Disk is crashed. See error 144.

167- File locked. Use DOS to unlock the file.

170- File not found.

*One last word . . .*

We encourage and welcome any comments on this program. If you have ideas for other application programs for the Atari, please let us know what they are. It is our desire to develop the finest and easiest to use programs possible.

# QUICK REFERENCE

[OPTION] = Return to Main Menu whenever a one-key input is prompted (see [CTRL-X] below).

[CTRL-X] = Last record entry code. Must be used to exit the Add Mode or ALL DATA WILL BE LOST! Will also return to Main Menu when a multiple-key input is prompted (see [OPTION] above).

[CTRL-S] = Built-in Official State abbreviation code table.

[\](Backslash) = Use to separate data in "Special Code Field".

[CTRL-R] = Auto Data Repeat. Will pick up data from the same field of previous record.

[CTRL-F] = Fast Search Mode. Enter as a string: [CTRL-F][1st letter, last name][2nd letter, last name][3rd letter, last name][1st letter, first name]. (See paragraph 33 for detailed examples).

*THE FOLLOWING ARE PRINTER OPERATION CODES. They are not applicable to printers with buffers.*

[SELECT] = Interrupt printing operation.

[START] = Resume printing operation.

[OPTION] = Abort printing operation.

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